

COMMUNITY USE OF SCHOOL FACILITIES

RESPONSIBILITY

The building principals will be responsible for the administration of this policy and regulation as it relates to the administration of this policy and regulation as it relates to the specific building and for implementation of the Board's policy direction to encourage community use of school facilities.

SCHEDULING

After school activities have been scheduled, space will be available with attention to broad and equitable use of facilities. Alternate locations will be offered whenever possible if a particular building cannot accommodate all requests. All use is subject to the guidelines of these regulations and to the availability of Burlington School District staff, if needed.

Application for the use of a specific school facility should be made through the principal of the specific school building desired.

FIELD USE

Fields may be available for limited and approved community use. This use is subject to cancellation or adjustment due to weather or field conditions.

HIGH SCHOOL GYM USE

The high school gym can only be used by special permission of the Board of Education.

AUTHORIZED USE OF SCHOOL-OWNED EQUIPMENT

School equipment is usually not loaned or leased to community groups. Areas are rented as furnished. If a request for use of school equipment is approved by the building principal, additional fees may be charged. Such fees, as established by the principal, are to be listed on the Facility Use Permit within the section labeled "Other Charges."

GENERAL REGULATIONS

1. A written permit shall be required for use of a school building or grounds by any group which is not a part of the regular public school program. Such permits may be granted for a single use or a limited, recurring use not to exceed one year.
2. Permits shall be issued upon satisfactory assurance that the use of the school facility will be under the direct supervision of an adult who, in the judgment of the principal, is responsible and competent to supervise the proposed program or activity. The supervision provided by each renting group must be adequate to ensure that the members of the group remain in the assigned portion of the facility.

3. No permit shall be transferred to any person or group other than the one to whom issued.
4. Safety: All applicable fire and safety laws/regulations governing use of school facilities must be observed at all times, including:
 - a. Auditorium exit lights must be used .
 - b. Open flame (including candles) is prohibited.
 - c. Room capacity is not to be exceeded.
 - d. Smoking is prohibited in all areas of the building and grounds.
 - e. Temporary electrical or mechanical modifications are prohibited.
 - f. Flammable holiday or other decorations are prohibited.
 - g. Stairways, corridors, and entrances/exits must be kept free of obstruction at all times.
 - h. No equipment, scenery, or decorations of any type shall be used within the building or on the premises except as specifically provided in the permit. Such equipment, scenery, or decorations shall be of a slow-burning nature and shall conform to all local and state regulations governing such equipment and shall not be attached to the walls, floors, or ceilings (except to anchors presently provided).
5. Use or possession of alcohol or controlled substances. For purposes of this regulation, “controlled substances” means drugs identified and regulated under federal law, including but not limited to marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamine). Failure to comply will be dealt with by local law enforcement agencies.
6. All disruptive or illegal activity, including obscene language, quarreling, fighting, or noncompliance with school district regulations is prohibited and may result in revocation of the Facility Use Permit.
7. Gambling is prohibited on any school property.
8. The holder of a permit shall be responsible to the Board of Education of the Burlington School District for any and all damages and losses whatsoever to the building and/or the contents, and shall indemnify and save harmless said Board of Education and its employees from any claim whatsoever resulting from or arising out of the use of the school facilities named in the permit or any part of the facilities covered in the permit.
9. The Board of Education shall not be held responsible for any damage or loss which may occur to nonschool property brought on the premises. Such property (as well as rubbish) must be removed from the facility immediately after the use of before such time as the materials will interfere with school activities.
10. Insurance. School district insurance coverage does not extend to the conduct of community or other groups utilizing school facilities. The district requires a certificate of insurance from the user.

11. Locations. All permits will be issued for specific rooms or fields. It shall be the responsibility of the permit holder to restrict the activities of the group to that specific area except for necessary hallways and rest rooms.
12. Times. Facility use times will be specified in the permit. All groups are expected to vacate the premises by the hour specified in the permit. An additional hour rental may be charged for early arrival or late exit. All Facility Use Permits will terminate by 10:30 p.m. Exceptions to this may be approved by the building principal.
13. Facilities will be rented as normally furnished for school use.
14. Equipment Storage. Agencies may make arrangements with the building principal to temporarily store regularly used equipment, if space is available, and may be charged on a monthly basis. The school district assumes no liability for damage or theft of such equipment.

GUIDELINES FOR DENIAL OF USE

The school district reserves the right to deny a permit for any reason. Permits will be denied if, in the judgment of the principal, or the proposed activities would:

- ! Jeopardize the equipment and/or facilities of the building.
- ! Conflict with school activities.
- ! Be incompatible with the school neighborhood.
- ! Violate any district policy or local, state, or federal law.

GUIDELINES FOR RELIGIOUS USE

Facilities may be used for religious activities under the following conditions:

1. Church services and religious activities must be conducted at times when school is not in session.
2. Religious objects and symbols must be removed after each use.

NONDISCRIMINATION

All users are subject to laws and regulations applicable to school districts which prohibit discrimination based upon age, sex, national origin, race, color, religion, or handicap.

GUIDELINES FOR APPEAL

The applicant may file a written appeal to the superintendent if a Facility Use Permit has been denied by a principal. Further appeal, if necessary, may be made to the Board of Education

GUIDELINES

No rental fee will be charged to the following:

- a. Users who are considered to be a part of the regular school curriculum.
- b. Users who are participants in school-sponsored student activities, such as athletic and music groups, student clubs, and plays, student council activities, or social events.
- c. School-affiliated users such as parent-teacher organizations, school-related parent and community groups, or employee groups of an educational, recreational, social or professional nature as approved by the building principal.
- d. Governmental elections.
- e. Precinct caucuses.

Users classified in sections c, d, and e of Category General may be charged for custodial or cafeteria personnel overtime when applicable.

College/University

No rental fee will be charged to any college or university holding classes for students or community members. This is valid for classrooms providing the class time does not conflict with school schedules.

FEES

1. Custodial/Monitor
Any organization or individual, regardless of classification, will be required to pay the cost of custodial/monitoring services if its use of the facility would result in direct costs to the school district.
2. Cafeteria
A school cafeteria head cook or other designated cafeteria employee(s) must be contacted when any of the school cafeteria facilities is being used. All persons working in the kitchen (preparing food and/or handling kitchen equipment) must meet the requirements of the State of Colorado for school food handlers. The user will be charged appropriately if a cafeteria employee is needed.
3. Payment of Fees

All users will be expected to pay rental fees in advance unless prior arrangements have been made with the principal.

Checks should be made out to the school whose facilities are being rented and given to the principal of the school.

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